

## How to request a copy of a DNR well constructor's report

(For private well owners only)

### General information

Since 1936 well drillers have been required by the Department of Natural Resources (DNR) to file a well constructor's report (WCR) for any well *drilled* for drinking water use. One copy of this WCR should be sent to DNR, a second should be given to the home owner (or builder or subcontractor), and a third should be kept by the well driller. Because DNR filed WCRs by date, and because DNR's concern was the construction of the well, and because no one realized how useful or important WCRs would become, the locations given on the WCRs were rarely checked. In 1980 DNR began providing the Wisconsin Geological and Natural History Survey (WGNHS) with WCRs. WGNHS sorts and files them by location (county, township, range, and section) and handles many requests for copies of them.

Because the WCRs list the name of the owner (or builder) *at the time the well was drilled*, and because the location information in many cases can be vague or incorrect (addresses are rarely given and may have changed), matching specific WCRs to specific wells is extremely difficult and time consuming, especially in densely populated areas. The more information you can provide about your property, the better the odds of matching a WCR. Even under the best of conditions, we find only 40–50% of the WCRs we look for. Some were never filed, some are probably mislocated, many are too vague to match, and a few may be misfiled or may have been lost over the years.

In 1988 DNR revised the well code and began requiring that all new wells (including driven point wells) be assigned a Wisconsin Unique Well Number (WUWN) and that all the information on the WCR be entered into a DNR computer database. The WUWN appears on the WCR, and two gummed labels bearing the same number are sent to the homeowner or the contractor. Instructions

sent out with the labels state that one label is to be placed on the water pipe where it enters the house, and the second label on the home's *main* electrical fuse box or circuit breaker box. The WUWN and the DNR database *should* make it easier to match the correct WCR.

### Fees

When you provide the complete and correct county, township, range, section, and if available, quarter section information for your property, the fee for a search and for mailing you the results is \$10. If you want the results faxed to you, it costs an additional \$5, for a total of \$15. If you are unable to provide this type of location information (it might be on your tax bill or on the deed to your property, or you could consult a plat book), but instead provide us with a map of your area with your location clearly marked, we will attempt to find your legal location and do a search for an additional \$10, for a total cost of \$20 by mail and \$25 by fax. Fax service requires a MasterCard or Visa payment. **Our fax number is 608/262.8086.**

If ordering **by mail**, please send the completed request form and credit card information *or* a check for \$10 or \$20 (depending on type of order) **payable to UW-Extension** to:

**WGNHS—WCR order  
3817 Mineral Point Road  
Madison, WI 53705-5100**

If we are unable to find your specific WCR, we will send you several WCRs with locations close to the area you listed on your order form or marked on your map. Please allow about a week for processing of your request. We try to respond within a few days, but there are times when this is not possible. If you have any questions about requesting a WCR search, please phone Irene Lippelt at 608/262.7430.

## WELL CONSTRUCTOR'S REPORT REQUEST FORM

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ DAYTIME FAX: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ DATE: \_\_\_\_\_

**Location of well** (Please check tax records, deed, and/or a map, atlas, plat book, or county courthouse):

County \_\_\_\_\_ ☐ Village ☐ City or ☐ Civil Town of \_\_\_\_\_

**PLEASE NOTE:** In Wisconsin "town" legally refers to an unincorporated (*usually rural*) area, and is often *incorrectly* referred to as "township." The "city" part of a person's mailing address is a post office designation and may be different from the village, city, or town in which a person's property is legally located and which sends your property tax bill.

\_\_\_\_\_ ¼ of the \_\_\_\_\_ ¼ of Section \_\_\_\_\_ in Township = T \_\_\_\_\_ North, Range = R \_\_\_\_\_ East  
or Range = R \_\_\_\_\_ West

**NOTE:** This location information must be completed to search for a WCR for \$10 (or for a \$15 fax order). There is an additional \$10 fee if you leave this blank and instead provide a clearly marked map.

Does property extend into other sections? If yes, please list: \_\_\_\_\_

Street address of well *when the well was constructed*: \_\_\_\_\_

Is the property in a subdivision? Yes ☐ No ☐

If yes, name: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_

Date well was constructed: month \_\_\_\_\_ year \_\_\_\_\_ If unsure of date, please provide  
best guess: probable year: \_\_\_\_\_ or probable decade: \_\_\_\_\_ or *minimum* age of \_\_\_\_\_ years

If constructed after 1987, what is the Wisconsin Unique Well Number? \_\_\_\_\_

Name of landowner *when the well was constructed* \_\_\_\_\_

(Very important—this is sometimes the only way to match a specific WCR to a specific well.)

Name of builder or subcontractor *when the well was constructed* \_\_\_\_\_

Name of well driller or company (may be stamped on the well cap) \_\_\_\_\_

Original use of well (house, farm, school, etc.) \_\_\_\_\_

If we **cannot** find a probable match, we will send you several WCRs with locations close to the area you indicated.

To send and receive your order by mail, please mail the completed request form and credit card information or a check for \$10 or \$20 (depending on type of order) **payable to UW-Extension** to:

**WGNHS—WCR order**  
**3817 Mineral Point Road**  
**Madison, WI 53705-5100**

Please phone Irene Lippelt at 608/262.7430  
if you have any questions. Thank you.

Our fax number is **608/262.8086** if you prefer to fax this form and pay by MasterCard or Visa.

☐ MasterCard or ☐ Visa \_\_\_\_\_ expiration date: \_\_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_

If you are faxing this order to us, do you want the reply mailed? ☐ or faxed? ☐

If you want us to fax the results back to you, the fee is \$15 if the location information is complete, and \$25 instead if you send a clearly marked map showing the streets in your area.

September 3, 2002